

## FINGERPRINT REQUIREMENTS FOR REAL ESTATE LICENSE APPLICANTS

Idaho Code Section 54-2012(1)(i) and 54-2012(2)(c) require that an applicant for a new salesperson or broker license must submit a completed fingerprint card and receive fingerprint clearance from the Commission office prior to applying for licensure.

Outlined below are the primary steps to fulfill the fingerprint requirement.

1. **The applicant must take the blank fingerprint card preprinted for the Idaho Real Estate Commission (IREC) to his/her local law enforcement agency and be fingerprinted by a qualified agent. Depending upon the city and department, the fee for this service will range from \$0 to \$20, which will be paid by the applicant at the time the service is provided.**
2. **The applicant must submit the fingerprint card within 60 days of being printed (see instructions on reverse side) together with the \$29.25 processing fee to the IREC. The check or money order should be made payable to the "Idaho Real Estate Commission" or "IREC". The commission also will accept credit card payments. To pay by credit card, download a credit card authorization form (REE-060) from the Forms link on our website, [www.irec.idaho.gov](http://www.irec.idaho.gov). (Note: those applicants who have had a felony conviction in the past must request an exemption review in writing when submitting the fingerprint card and processing fee to the commission.)**
3. **The commission will forward, on a weekly basis, all completed fingerprint cards to the Idaho State Police (ISP). If you have two (2) fingerprint cards rejected as unreadable ISP will forward the cards on to the FBI located in Clarksburg, WV and they will process the card under a national screening. The screening will take an additional three to six (3 – 6) weeks. They will return the report to the commission for review. If the fingerprints are unreadable due to smudges, etc., a new fingerprint card will need to be submitted to IREC. While a fee for the fingerprinting service may again be required, an additional \$29.25 processing fee will not be required by the Commission. You can view your Fingerprint Results online at our website [www.irec.idaho.gov](http://www.irec.idaho.gov).**

The Commission will process the fingerprint results on a weekly basis and send a notice of approval to those whose fingerprints have been cleared by the FBI screening process. Those applicants who have had a felony conviction in the past and requested an exemption review in writing when submitting the fingerprint card, will be reviewed after the results are returned by the FBI. Fingerprint results are valid for 6 months from the date approved by the Commission and no extensions will be given.

Below are three guidelines given to the Commission by the Idaho State Police which will help you in submitting clear, readable fingerprints:

1. **Be sure your hands are clean when you have your fingerprints taken. Oil or grease on the fingertip will prevent a clean, readable print from being taken.**
2. **If it is not possible for you to submit a better fingerprint because of injury to a fingertip, ask the official taking the fingerprints to note this on your card.**
3. **On your fingerprint card there is a space marked "Aliases AKA". If, in the past, you have used other names on your formal records, please indicate this information here. Include maiden names.**

**Please include your mailing address on the card if you want the results.**

### **NOTICE**

Because of rising costs associated with issuing a refund, it is the policy of the Commission to refund overpayments of under \$25 only if *requested in writing within 30 days* of IREC receipt of the overpayment. Overpayments of \$25 or more will be automatically refunded to the licensee. There will be a \$20 fee assessed for each check returned to the Commission for insufficient funds.

## Instructions for Completing Fingerprint Cards

*(Information must be typed or printed in black ink)*

- (1) **NAME:** Print or type your name, last name first, in the space at the top center of the form.
- (2) **SIGNATURE OF PERSON FINGERPRINTED:** In the blank at the top left of the card, sign your legal name.
- (3) **RESIDENCE OF PERSON FINGERPRINTED:** Print or type your mailing address, if different, including the city, state, and zip code.
- (4) **DATE:** Do not fill in the date. The person taking your prints will date the card. **Please note** This card must be accepted by IREC within 60 days from this date. After 60 days the Commission will not accept the card.
- (5) **SIGNATURE OF OFFICIAL TAKING FINGERPRINTS:** The person taking your prints will sign the card.
- (6) **EMPLOYER AND ADDRESS:** Print or type the name and address of your **current** employer.
- (7) **REASON FINGERPRINTED:** If this space is blank, print or type the following information: **Real Estate License per Idaho Code 54-2012(1)h.**
- (8) **ALIASES (AKA):** Print or type *all* last names you have used which were different from your current last name (i.e., maiden name).
- (9) **CITIZENSHIP (CTZ):** Print or type the name of the country of which you are a citizen.
- (10) **YOUR NO. (OCA):** Leave blank.
- (11) **FBI NO. (FBI):** If you have a FBI number, enter it here. Otherwise, leave the space blank.
- (12) **ARMED FORCES NO. (MNU):** \*\*\* **ENTER YOUR CONTACT TELEPHONE NUMBER.** \*\*\*
- (13) **SOCIAL SECURITY NO. (SOC):** Print or type your social security number for identification purposes.
- (14) **MISCELLANEOUS NO. (MNU):** Leave blank.
- (15) **SEX:** Enter "M" for male or "F" for female.
- (16) **RACE:** Enter "A" (Asian); "B" (Black); "W" (White); "I" (Indian); "U" (Unknown).
- (17) **HGT:** Enter your height.
- (18) **WGT:** Enter your weight.
- (19) **EYES:** Enter your eye color.
- (20) **HAIR:** Enter your hair color.
- (21) **DATE OF BIRTH (DOB):** Enter the month, day and year of your birth.
- (22) **PLACE OF BIRTH (POB):** Enter the city and state or country where you were born.

**INCOMPLETE CARDS WILL BE RETURNED AND WILL NOT BE PROCESSED.**

APPLICANT		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK		FBI		LEAVE BLANK	
				LAST NAME <u>NAM</u>		FIRST NAME		MIDDLE NAME	
SIGNATURE OF PERSON FINGERPRINTED (2)				(1)					
RESIDENCE OF PERSON FINGERPRINTED (3)				ALIASES <u>AKA</u> (8)		OR ID920050Z ID REAL ESTATE COMM BOISE, ID		DATE OF BIRTH <u>DOB</u> Month Year (21)	
MAILING ADDRESS				CITIZENSHIP <u>CTZ</u> (9)		SEX <u>BOISE, ID</u> (15)		RACE <u>W</u> (16)	
DATE (4)	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS (5)			YOUR NO. <u>OCA</u> (10)		HGT <u>5'10"</u> (17)		WGT <u>180</u> (18)	
EMPLOYER AND ADDRESS (6)				FBI NO. <u>FBI</u> (11)		EYES <u>B</u> (19)		HAIR <u>B</u> (20)	
REASON FINGERPRINTED (7)				ARMED FORCES NO. <u>MNU</u> (12) OR PHONE NO.		SOCIAL SECURITY NO. <u>SOC</u> (13)		PLACE OF BIRTH <u>POB</u> (22)	
				MISCELLANEOUS NO. <u>MNU</u> (14)		LEAVE BLANK			